LESSON PLAN

PART 1
COVER SHEET

LESSON TITLE: Unit Disaster Preparedness Program

TRAINING METHOD: Lecture

ORGANIZATIONAL PATTERN: Topical

REFERENCES: AFI 32-4001, Disaster Preparedness Planning and Operations

AIDS AND HANDOUTS: PIN # 606050DF (A Block), A-1 - Introduction to the USAF Disaster Preparedness Program
PIN # 612819 Disaster Preparedness Overview

LESSON OBJECTIVE: Given a lecture on the unit Disaster Preparedness Program, the student must correctly answer the questions that demonstrate mastery of at least four samples of behavior listed below:

SAMPLES OF BEHAVIOR:

1. State the support provided by units to the Installation Disaster Preparedness Program.

2. Identify typical strategies used in disaster planning.

3. Identify the Disaster Preparedness Classes taught by the CE Readiness Flight office.

4. State the responsibilities of the Unit Control Center as they apply to disaster operations.

5. Identify the areas covered during a Disaster Preparedness Program Review.

SUGGESTED COURSE(S) OF INSTRUCTION: Disaster Preparedness Representative

STRATEGY: This lesson is designed to give the unit Disaster Preparedness Representative (DPR) information on how to manage the unit DP program. Emphasize unit training requirements as well as the Base Information Program. Stress that procurement of DP equipment items for unit personnel is funded by that unit. Prior to conducting this block of instruction, ensure the students have or are familiar with their unit disaster preparedness continuity folder.

LESSON OUTLINE:

MAIN POINT 1. UNIT SUPPORT OF THE INSTALLATION DP PROGRAM
- a. General Responsibilities
- b. Specific Unit Responsibilities

MAIN POINT 2. DISASTER PREPAREDNESS PLANNING
- a. Installation Contingency Plans
- b. Planning Strategies

MAIN POINT 3. DISASTER PREPAREDNESS TRAINING
- a. DP Courses
- b. DPR Training Responsibilities
- c. Unit Information Program

MAIN POINT 4. DISASTER PREPAREDNESS OPERATIONS
- a. Disaster Control Group
- b. Command Post
- c. Specialized Teams
- d. Unit Control Centers
- e. DP Equipment

MAIN POINT 5. PROGRAM REVIEW

PART II
TEACHING PLAN
INTRODUCTION

ATTENTION: Each unit must have an effective Disaster Preparedness Program to ensure personnel can respond and operate in the face of danger during major accidents, natural disasters, and enemy attacks.

MOTIVATION: The success of the your bases ability to respond to and recover from disasters and contingencies is all based on a sound Disaster Preparedness Program.

OVERVIEW: In this lesson we will cover:

1. Unit support of the Installation Disaster Preparedness Program.
2. Disaster Preparedness Planning to include planning strategies.
3. Disaster Preparedness Training
4. Disaster Preparedness Operations
5. Program review

TRANSITION: We'll begin this lesson with unit support of the Installation Disaster Preparedness Program.

BODY

MAIN POINT 1. UNIT SUPPORT OF INSTALLATION DP PROGRAM

Each unit assigned or attached to the installation must support the installation's Disaster Preparedness (DP) Program according to AFI 32-4001, Disaster Preparedness Planning and Operations. This support is in the three areas of:

- Planning
- Training
- Operations

We'll cover, in detail, each of these three areas, but first let's look at the overall responsibilities of the unit DP program:

a. GENERAL RESPONSIBILITIES

Each squadron commander, staff agency chief, and tenant unit commander must:

1) APPOINT DP REP

Appoint a DP Representative (DPR) to manage and coordinate aspects of the DP program.

2) DEVELOP CHECKLISTS

Develop checklists supporting the base DP operations plan and equivalent contingency and war plans.

3) DP EQUIPMENT	Identify requirements and budget, obtain, store, and maintain unit DP operational and training equipment.
4) MANAGE PROTECTIVE SHELTERS	Plan, manage, and operate their protective shelter program, to include establishing a contamination control capability, if required.
5) TRAIN DEPLOYING PERSONNEL	Designate and train deploying personnel in shelter management and contamination control.
6) CONDUCT DP INFORMATION PROGRAM	Conduct a Disaster Preparedness Information Program; provide general information to all unit personnel and their families.
7) IMPLEMENT MOPPS	Implement Mission Oriented Protective Postures (MOPPs) as directed by the installation commander during response scenarios.
(8) CCD	Provide support to the installation's CCD program to include planning, training, and operations.

9) COORDINATE WITH READINESS FLIGHT

All of these actions must be coordinated with the Civil Engineer Readiness Flight, which provides the oversight of the installation DP program.

b. SPECIFIC UNIT RESPONSIBILITIES

Although every unit plays a part in preparing for contingencies, there are a number of key agencies with critical roles that integrate with and establish the DP Program. Knowing the different functions of these agencies will give you an overall picture of the entire program.

1) CIVIL ENGINEER

Besides being responsible for the entire DP program, the Base Civil Engineer is responsible for contingency response planning, facility damage protection, shelter analysis, real property damage assessment, decontamination of real property, and hazardous material and pollution prevention operations and planning. Some of CE's key functions include:

a) CONTAMINATION CONTROL

Establishing a contamination control capability for essential facilities.

b) COMPREHENSIVE MAPS	Maintaining a base grid map for use by the Disaster Response Force (DRF).
c) SHELTERS	Establishing a priority facility listing. This ensures support for items such as emergency generators and the identification of personal protective and emergency operations shelters.
d) COLLECTIVE PROTECTION SYSTEMS	Assisting in the installation and repair of bunkers and revetments. CE also provides repair and maintenance on collective protection facilities. These facilities are designed to protect personnel, equipment, and weapons systems from the effects of conventional attacks and NBC contamination.
e) HAZMAT	Composing the core of the installation HAZMAT response team and providing the framework for HAZMAT planning and environmental compliance.
f) WARNING SYSTEM	Working with the communications squadron to maintain an installation warning system.

g) READINESS FLIGHT: MANAGES DP AND NBCC PROGRAM	Within CE, the Readiness Flight manages the base DP and nuclear, biological, chemical, and conventional (NBCC) defense programs. As a DPR you must work with this office to build and maintain your DP program.
2) MEDICAL SERVICES	Medical Services provides technical information and advice on:
a) PHYSIOLOGICAL EFFECTS	Physiological effects of NBC contamination.
b) WORK/REST CYCLES	Work/rest cycles for people operating in Individual Protective Equipment (IPE).
c) ANTIDOTES	Issue, use, and train for chemical-biological warfare agent pre-treatment drugs, prophylactic medication, and antidotes.
d) CONTAMINATION CONTROL	Maintaining a contamination control capability for contaminated personnel and medical resources.
3) JUDGE ADVOCATE	Staff Judge Advocate provides legal advice concerning: Military/Civilian jurisdiction during Major Accidents.

	National Defense Areas (NDA). Aircraft or missile accident investigations. Claims during and after an emergency or disaster.
4) COMMUNICATIONS	Communications-Computer Systems develop procedures to reduce the impact on information systems during contingencies. As previously mentioned, they also work with CE to maintain the installation warning system.
5) SUPPLY	Supply determines tariff-sizing requirements and issues individual Chemical/Biological Warfare Defense (CBWD) equipment to personnel.
6) SERVICES	Services develops the plans and procedures for: Stocking shelters with food, clothing and, with CE assistance, potable water. Disposing or laundering contaminated individual protective clothing, duty uniforms, and training equipment.

7) TRANSPORTATION

Transportation establishes a contamination control capability primarily for base or unit assigned vehicles.

8) WEATHER

Weather provides weather information used during peacetime accidents, NBC plotting, and other wartime scenarios.

9) AIRFIELD MANAGEMENT

Airfield Management coordinates contingency operations that affect flight operations.

INSTRUCTOR'S NOTE: More information on unit responsibilities can be found in RTP A1 (Disaster Preparedness Program) and E4 (On-Scene Disaster Control Group)

MAIN POINT 2: DISASTER PREPAREDNESS PLANNING

The primary objective of installation DP planning is to support Air Force contingency and war plans by minimizing the loss of operational capability during contingencies.

a. INSTALLATION CONTINGENCY PLANS

Just to give you an idea of the scope of planning, here is a sample of some of the typical installation plans focusing on contingencies:

b. PLANS THAT AFFECT VARIOUS UNITS

OPlan 32-1 -- Base Disaster Preparedness Operations Plan

OPlan 1 -- Aircraft Evacuation

OPlan 92-01 -- Medical Group Contingency Wartime Support Plan

OPlan 95-06 -- Search and Recovery

OPlan 702 -- Contingency Response Plan

Unit contingency plans

There are many more including MAJCOM plans, classified war plans, mutual support agreements etc. Although some might not apply to every installation and the names may change, the important thing to remember is a unit disaster preparedness program must address planning issues on all levels.

INSTRUCTORS NOTE: Refer to Part IV (Related materials) for other useful references concerning the DP program.

c. PLANNING STRATEGIES

When devising a strategy during contingency planning keep in mind these areas:

d. AREAS TO COVER WHEN PLANNING

⇒ Threat Analysis. Look at the most likely scenarios that would impact your unit.

⇒ Individual and Unit response actions and notification procedures

⇒ Dispersal, Evacuation, Relocation, or Sheltering of personnel and equipment.

⇒ Individual Protective Equipment (IPE): where is it; who needs it; and how will it be issued?

⇒ Mutual Support Agreements (MSA) with the local community

⇒ Command, Control, Communications, Computer, and Intelligence (C4I)

⇒ Active and passive defensive measures, and base recovery

⇒ Personnel notification and individual responsibilities

⇒ Mitigation. How can you prevent the worse from happening?

TRANSITION:

Now let's look at the areas in an effective unit DP program that address unit and personnel training.

MAIN POINT 3. DISASTER PREPAREDNESS TRAINING

The mission of your unit, personnel assigned, and the threats associated with your installation will determine the type and amount of time spent training your people.

The Readiness Flight conducts initial and refresher fundamental Disaster Preparedness Training. Continuation and unit specific training is the responsibility of the unit DP program.

a. DP COURSES

Training classes provided consist of:

1) DPST

Disaster Preparedness Support Team (DPST) training for assigned members. The primary role of this team is to augment the Readiness Flight during contingencies.

2) SHELTER MANAGEMENT	Shelter Management Team (SMT) training is provided to members who will supervise shelter operations and train other shelter occupants for additional support.
3) CONTAMINATION CONTROL	Contamination Control Team (CCT) training will train members to supervise detection, marking, and decontamination operations and train other unit members for additional support.
4) NBC DEFENSE	Nuclear, Biological, and Chemical Defense Training (NBC Defense) is required for personnel in or deployable to chemical or biological threat areas.
5) DCG	Disaster Control Group (DCG) training provides commanders and other DCG representatives an overview of responsibilities when responding to major accidents, natural disasters, or other peacetime incidents.
6) EET	Exercise Evaluation Team (EET) training provides knowledge for developing and conducting scenarios that exercise the installations ability to respond during contingencies.

7) HAZMAT	Hazardous Material (HAZMAT) training is provided for all civilians and military personnel having HAZMAT emergency response roles.
8) EOR	Explosive Ordnance Reconnaissance (EOR) complements the NBC Defense class and provides students the knowledge and tools necessary to recognize, mark, and report unexploded ordnance (UXO). This training is normally taught by the EOD Flight during NBC Defense, depending on installation procedures.
9) UNIT CONTROL CENTER	Training is offered for personnel operating unit control centers. The training focuses on responsibilities of the Disaster Response Force (DRF).
10) EMERGENCY PREPAREDNESS ORIENTATION TRAINING	Emergency Preparedness Orientation Training introduces newly assigned personnel to the threats, whether from natural disasters, or attacks, that are likely to occur at their particular installation.
11) DISASTER PREPAREDNESS REPRESENTATIVE (DPR)	And finally, unit DPR training that, of course, gives you the knowledge and tools to build and maintain an effective DP program.

b. DPR TRAINING RESPONSIBILITIES

As a DPR, there are certain responsibilities associated with the training program.
For example, DPRs must:

1) KNOW REQUIREMENTS

Know what training requirements are applicable for your unit. For example, your unit may have specialized team assignments. If so, find out who needs to be trained, when, how often and subject material?

2) PROPER SCHEDULING AND DOCUMENTATION

Ensure unit personnel receive the required training. This means adequate coordination for scheduling and proper documentation after class.

Work with the Readiness Flight and the Resource Augmentation Duty (READY) program to cover all the training requirements.

3) SUPPLEMENT FORMAL TRAINING IN-HOUSE

Supplement training provided by the Readiness Flight with unit specific training. This includes, for example, specific shelter layouts; unique contamination control capabilities; local actions for preparing/responding to natural disasters; performing wartime operations in chemical protective equipment; as well as DCG responsibilities.

c. UNIT INFORMATION PROGRAM

A large part of training and establishing a DP program is an effective unit disaster preparedness information program. This program reinforces the information covered during emergency preparedness orientation training as well as other courses taught by the Readiness Flight.

1) TRAINING

Training should be both initial - when a new person arrives in the unit and recurring - throughout the year. Materials are provided on a continuous basis by the Readiness Flight for use in your unit information program.

2) TYPES

Emphasize the following during your recurring training:

a) SEASONAL HAZARDS

⇒ applicable seasonal hazards and protective actions.

b) THREATS

⇒ events likely to occur at the installation.

c) SUSTAINABILITY

⇒ Command, Control, Communications, Computer, and Intelligence (C4I), passive defense measures, Base Recovery After Attack (BRAAT), and sustainability.

3) FORUMS

The forum for a DP information program is as varied as the imagination. Commander's Calls, newsletters, E-mail, the base bulletin, and formal classes are only a few of the choices available. The important issue is to address the threat, educate your people, and maintain some type of training documentation for continuity purposes.

TRANSITION:

Now that we know the planning and training that goes into an effective DP program, let's look at how this pays off during contingency operations. We'll look at who the players are and some more operational DPR responsibilities.

MAIN POINT 4. DISASTER PREPAREDNESS OPERATIONS

The Air Force uses the Disaster Response Force (DRF) to respond to and maintain command and control during major accidents, natural disasters and enemy attacks.

The DRF consists of four elements: Disaster Control Group (DCG), installation Command Post, Specialized Teams, and Unit Control Centers.

a. DISASTER CONTROL GROUP

As we mentioned, the DCG member responds to major peacetime accidents, natural disasters, or other peacetime incidents. As a DPR, ensure that unit DCG members have adequate training, equipment (such as foul weather gear), and response checklists. These checklists should cover all the areas listed in OPlan 32-1.

b. COMMAND POST

The Command Post is the key installation control center for all activities on the installation. Ensure that your unit personnel know where the Command Post is located and how to contact it.

Another integral part of this command and control function is the Battle Management Center/Survival Recovery Center (SRC). This command and control element directs and monitors the installation's actions before, during, and after a contingency. Likewise, location and communication with the SRC is very important.

c. SPECIALIZED TEAMS

Specialized teams according to AFI 32-4001 are formed from existing personnel resources to support disaster operations. These teams are:

⇒ Disaster Preparedness Support Team
⇒ Contamination Control Teams
⇒ Shelter Management Teams

Your unit, as well as the mission, determines the size and scope of specialized teams. When assigning personnel to these teams consider issues such as their retainability, conflicts with other contingency functions, etc. After the teams are established, the DPR should be directly involved in ensuring they are trained, equipped, and checklists are developed.

INSTRUCTOR'S NOTE: If your installation uses the single, consolidated specialized team approach, explain this to the students. Stress the need for additional coordination between other unit DPRs.

d. UNIT CONTROL CENTERS

Unit Control Centers is the fourth element of the DRF. Centralized command and control is vital for unit operations.

Control centers support the installation DRF by directing unit response actions and providing manpower or other resources as required.

They support both peacetime and wartime operations and are responsible for dispatching and controlling unit personnel and specialized teams.

1) CONTROL CENTERS VARY IN MISSION AND COMPLEXITY

Some units have very extensive control centers such as the Maintenance control center or Fuels control center. Other units may have a simple configuration with nothing more than a room with a phone and some checklists.

Regardless of layout and mission, a good DPR will oversee the control center operations to ensure that personnel and resources are protected during disasters or emergencies.

2) CONTROL CENTER BASICS

There are some basics that every good control center should include:

a) MAPS

Maps will allow you to identify the key facilities (Shelters, Command Post, Hospital) on the installation as well as the area of responsibility surrounding the base.

b) CHECKLISTS

Know what plans and checklists affect your unit. Write down what your people need to do during emergencies. Don't rely on memory during such times of mental stress and confusion.

c) COMMUNICATIONS

Know how to communicate and have the capabilities to reach your people. Unit control centers, when activated, must always stay in contact and report all changes in capability to the base command post or SRC.

TRANSITION:

In addition to a functional control center, the unit must also have equipment.

e. DP EQUIPMENT

In order to be operationally prepared, units must budget for their own disaster preparedness equipment. The unit budget must consider requirements for: protective equipment and clothing; detection equipment for shelter operations; decontamination materials; and shelter supplies.

CE Readiness Flight will assist units in determining the actual type of equipment needed.

1) ISSUE OR STORE INDIVIDUAL PROTECTIVE EQUIPMENT

In CB threat areas, store adequate individual protective equipment. Store one set as close as possible to the person's duty section and the remaining equipment in collective protection facilities, bulk storage facilities, or issue to the individuals. The equipment must be cleaned, inspected, and protected from loss or damage.

2) TRAINING vs. OPERATIONAL EQUIPMENT

Mark all training equipment according to applicable technical orders and keep separate from operational gear.

TRANSITION:

There needs to be a check and balance system with any program. Let's talk about a program review to ensure that your unit DP program is working.

MAIN POINT 5. PROGRAM REVIEW

The CE Readiness Flight will offer as much assistance as needed to ensure an effective unit DP program. In most cases a checklist will be developed to help ensure all areas are covered.

Your program may be reviewed either through a self-assessment, a visit from another office within the unit, or a courtesy visit from someone in the CE Readiness Flight.

INSTRUCTOR'S NOTE: Use your locally developed self-inspection checklist to explain the program review process.

a. CONDUCT A THOROUGH PROGRAM REVIEW

Regardless of who looks at the program, there are some primary areas of focus. When providing a review of the DP Program consider, as a minimum, these areas and questions:

b. PARTICIPATION	Participation. Is the Unit Commander actively involved in the Installation Disaster Preparedness Program? Is the program discussed during Staff Meetings or Commander's Call. How does the commander handle unit no-show rates? These are subjective areas but worth looking at.
c. PLANNING	Planning. Does the Unit Commander support the various installation OPlans through checklist development or unit policy letters?
d. TRAINING	Training. Does the Unit Commander ensure that his/her people are trained to deploy? Are they aware of the threats that exist to the installation or deployed location?
e. OPERATIONS	Operations. Does the unit understand its role in the Disaster Response Force? Are personnel assigned to a protective shelter? Are specialized teams identified to support operations during contingencies? Is a control center established, equipped and manned with trained people?

f. EQUIPMENT

Equipment. Does the Unit Commander equip the unit DCG members, Shelter Team, Control Center, or people operating in a high threat environment?

If the DPR or any outside agency can answer these questions favorably, the chances are good that a strong DP program exists. More importantly, it means that your unit will have a greater chance of operating and surviving under emergency conditions.

CONCLUSION

SUMMARY: In summary, the following topics were covered:

1. Unit support of the Installation Disaster Preparedness Program.

2. Installation Contingency Plans and planning strategies.

3. DP Training

4. Disaster Preparedness Operations

5. And finally, a review of your own DP program and what areas you, as the DPR, should concentrate on.

REMOTIVATION: An effective Unit Disaster Preparedness Program is an important part of keeping your unit "mission ready".

CLOSURE: This concludes this lesson.

TRANSITION: (Develop locally to transition to the next topic)

PART III
EVALUATION
STUDENT PERFORMANCE STANDARDS

TEST ITEMS

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1. LESSON OBJECTIVE: State the support provided by units to the installation disaster preparedness program.

QUESTION: (MULTIPLE CHOICE)

Which of the following statements is FALSE?

a. The squadron commander or staff agency must make sure unit personnel are assigned to a protective shelter and have protective equipment.
b. The squadron commander or staff agency chief must accomplish unit planning and operations in support of the base disaster preparedness program.
c. The squadron commander or staff agency chief must support the installation's camouflage, concealment, and deception program through dispersal of all unit chemical warfare protective equipment.
d. The squadron commander or staff agency chief must appoint a disaster preparedness representative to coordinate unit DP actions and furnish personnel to specialized disaster preparedness teams.

KEY: c.

REFERENCE: Main Point 1.

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2. LESSON OBJECTIVE: Identify typical strategies used in disaster planning.

QUESTION: (MULTIPLE CHOICE)

Which of the following is NOT a typical strategy to consider when conducting disaster planning.

a. Mutual support with the local community.
b. Types of courses and frequency and duration of required DP training.
c. Dispersal, evacuation, relocation, or sheltering of personnel and equipment.
d. Command and control, active and passive defense measures, and base recovery.

KEY: b

REFERENCE: Main Point 2.

3. LESSON OBJECTIVE: Identify the disaster preparedness classes taught by the CE Readiness Flight office.

QUESTION: (MULTIPLE CHOICE)

Which of the following training courses are taught solely by the unit rather than the CE Readiness Flight.

a. Exercise Evaluation Team.
b. Disaster Preparedness Support Team.
c. Unit Disaster Preparedness Representative.
d. Recurring training through the Disaster Preparedness Information Program.

KEY: d

REFERENCE: Main Point 3.

4. LESSON OBJECTIVE: State the responsibilities of the unit control center as they apply to disaster operations.

QUESTION: (TRUE or FALSE)

Control centers manage unit level resources during disasters. Each center controls its resources and reports all changes in capability to the survival recovery center or the _____.

a. unit orderly room
b. law enforcement desk
c. base command post
d. base readiness flight

KEY: c.

REFERENCE: Main Point 4.

5. LESSON OBJECTIVE: Identify the areas covered during a disaster preparedness program review.

QUESTION: (MULTIPLE CHOICE)

A thorough Disaster Preparedness Program Review would include: DCG response procedures, The Unit Information Program, Disaster Preparedness Training, and _____.

a. Disaster Preparedness equipment
b. Control center operations
c. Checklists supporting installation Oplans
d. all of the above

KEY: d.

REFERENCE: Main Point 5.

PART IV

RELATED MATERIALS

***RTP* A1**, The Disaster Preparedness Program
***RTP* A4**, On-Scene Disaster Control Group

AFPD: 32-40, Disaster Preparedness

AFIs: 10-212, Air Base Operability
32-4001, Disaster Preparedness Planning and Operations
32-4002, Hazardous Materials Emergency Planning and Response Compliance
32-4007, Camouflage, Concealment, and Deception

AFMANs: 32-4004, Contingency Response Operations
32-4005, Personnel Protection and Attack Actions

Applicable Technical Orders

Unit Disaster Preparedness continuity book

Self-inspection checklist

TRAINING PACKAGE COMMENT REPORT

RTP # _____ RTP DATE _____

To get an *immediate response* to your questions concerning subject matter in this Readiness Training Package (RTP), call the author (listed on the front cover) or the Contingency Training Section at DSN 523-6148 between 0700-1600 (CT), Monday through Friday. Otherwise, write, fax, or E-mail the author to make comments, suggestions, or point out technical errors in the area of: references, body information, performance standards, test questions, and attachments.

NOTE: Do not use the Suggestion Program to submit corrections for printing or typographical errors.

Comments:_____

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HQ AFCESA/CEX FAX #: DSN 523-6383
Internet: childsr@afcesa.af.mil

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OFFICIAL BUSINESS

HQ AFCESA/CEXR
ATTN: TSGT CHILDS
139 BARNES DRIVE SUITE 1
TYNDALL AFB FL 32403-5319